XXXX Agency CAP/C Case Management

CAP/C Manual Policy and Procedures Number:

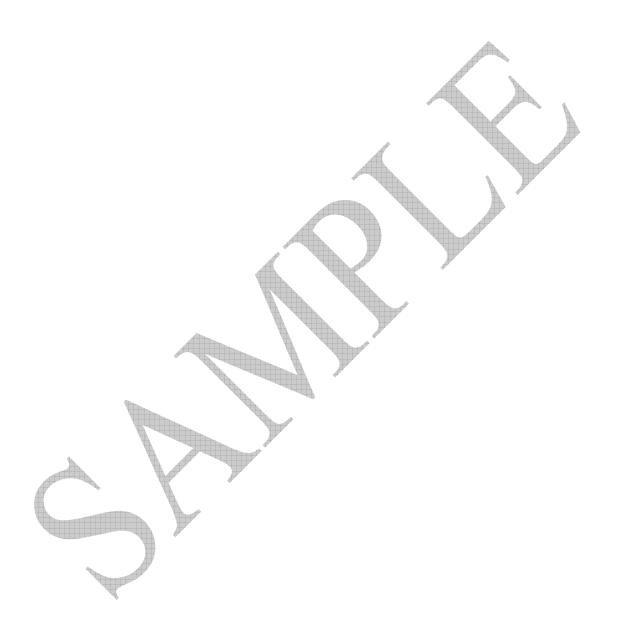
Subject: Admission Policy

- I. **PURPOSE:** This policy is designed to describe the admission process for the CAP/C program of XXXX.
- II. **POLICY:** A systematic process will be followed throughout the admission of all new patients applying for the CAP/C program. This process will meet the criteria currently in place with Division of Medical Assistance and the Department of Social Services.

III. PROCEDURE:

- 1. When a child is next to be admitted and there is a case manager available to provide care, the family is notified by mail to call the Department of Social Services Medicaid case worker to begin the application process.
- 2. With receipt of MID number, CAP/C coordinator or case manager will contact family to do phone interview for completion of FL2.
- 3. FL2 and other necessary forms are completed and sent to MD within DMA guidelines.
 - Using Provider*Link* electronic system, the FL2 is completed from family information and forwarded to MD for review and signature.
 - FL2 returned by MD and forwarded to EDS for prior authorization determination.
 - Other necessary physician documents are completed, to include physician request for services (any child requiring a nurse skill level in home).
- 4. Other pertinent information is collected and reviewed.
 - Review of submitted documents completed (family information sheet, Individualized Education Plan, physician records).
 - Home health agency contacted and request for care records completed if patient is receiving services (plan of treatment, medication administration record, nurses notes reflecting several days of care).
- 5. Family contacted to schedule initial assessment. Review of information completed to allow for accurate plan of care development.
- 6. Initial assessment completed in home with plan of care reviewed and signed by guardian. Review of CAP/C program with questions addressed by assessor.
 - CAP/C Assessment tool completed electronically (this may take place in home or in facility).
 - Home assessment portion of assessment tool completed with home visit.

- Plan of care reviewed and guardian signature obtained. Each point of "Statement of Understanding" thoroughly reviewed with guardian.
- Initial assessment packet printed and submitted to Division of Medical Assistance for approval.



Reference: -CAP/C Manual 3.2.3, 6.4, 7.0

Date of Origination: 3/2007